

City Treasurer's Office
Adopted Budget – FY 2005/06

City Treasurer

ADMINISTRATION/
COLLECTIONS

MUNICIPAL SERVICES

ADMIN/INVESTMENTS
Deputy City Treasurer
Administrative Assistant

BUSINESS LICENSE
Account Tech Senior
Field Service Representative
Account Tech II (2)

ACCOUNTS RECEIVABLE
Account Tech Senior
Account Tech II

CENTRAL CASHIERING
Account Tech Senior
Account Tech II

MUNICIPAL SERVICES
Account Tech Supervisor
Account Tech II (4)

City Treasurer

Department & Division Descriptions

The City Treasurer is an elected department head and serves a four-year term. The City Treasurer is responsible to the electorate for overseeing the custody and safekeeping of all city funds including the General Fund. The City Treasurer provides overall administration for all operations in the City Treasurer's Department. In addition, the City Treasurer is responsible for investing the city's excess funds, bond investment funds, and the cash management of these funds. The City Treasurer ensures the city's cash needs are met through prudent fiscal investment management.

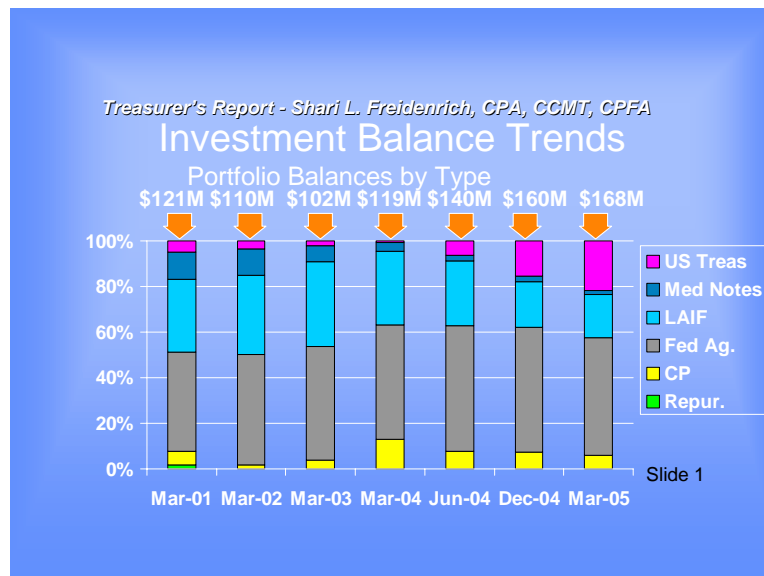
Administration and Collections Division

The City Treasurer's Administration and Collections Division records all funds received by the city at City Hall and all off-site locations. This division also records all taxes received from other agencies and is responsible for the collection of fees charged by the City. Finally, it ensures that all funds are deposited in a timely manner into the city's financial depository accounts. In addition, this division licenses all individuals or companies doing business in the city in accordance with the Huntington Beach Municipal Code and may issue permits on behalf of other city departments.



Municipal Services Division

The Municipal Services Division processes all municipal services start-ups, disconnections, and payments. In addition, this division handles most billing questions on the municipal services statements that include water, trash, refuse, sewer, and utility tax.



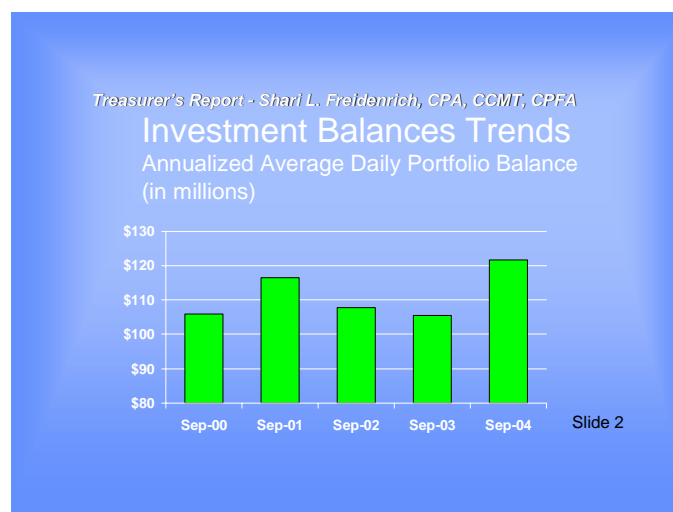
Administration & Collections Division:

- Perform daily investment and cash management of pooled funds for the City, the Redevelopment Agency, and other Joint Powers Authorities where the City is the administrator
- Prepare investment reports, track cash flow, analyze and monitor banking and other department costs, and attend City Council and Investment Advisory Board meetings
- Perform general office management, leadership, and supervision of entire department
- Process over 23,000 transactions relating to taxes and miscellaneous receipts
- Process annually \$7.2 million of revenue for off-site locations, prepare daily bank deposit, and print all vendor and payroll checks weekly
- Invoice miscellaneous receivables of \$5.8 million in over 25,000 invoices, follow-up on delinquent accounts, and answer all billing questions
- Issue over 3,000 new business licenses and permits annually and process related payments within 24 hours
- Bill and report Transient Occupancy Taxes (\$4.2 million) and BID assessments
- Collect oil tax payments and quarterly oil reports and coordinate with Fire Department on non-compliance on reporting of these payments
- Provide overall supervision for Accounts Receivable, Cashier, and Business License staff



Municipal Services Division:

- Process annually 10,000 water connections/disconnections, answer billing questions, and process 50,000 over-the-counter payments annually
- Open mail and process 520,000 payments for municipal services through high-speed remittance machine within 48 hours
- Provide overall supervision for Municipal Services staff





City Treasurer
Adopted Budget - FY 2005/06
Department Budget Summary
All Funds by Object Account



DEPARTMENT

Expenditure Object Account	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Percent Change From Prior Year
PERSONAL SERVICES							
Salaries, Permanent	804,450	853,142	845,187	906,096	885,557	928,947	2.52%
Salaries, Temporary	30,222	22,777	483			30,000	
Salaries, Overtime	1,502	2,091	3,426			3,000	
Benefits	213,923	252,646	271,426	315,811	300,561	382,855	21.23%
PERSONAL SERVICES	1,050,096	1,130,656	1,120,523	1,221,907	1,186,118	1,344,802	10.06%
OPERATING EXPENSES							
Utilities	527	363			671	1,032	
Equipment and Supplies	15,711	120,004	205,808	242,051	281,413	249,737	3.18%
Repairs and Maintenance	19,789	16,054	14,202	19,143	21,843	22,000	14.92%
Conferences and Training	3,502	3,279	1,836	1,330	1,430	8,900	569.17%
Professional Services	5,100	349,034	24,762				
Other Contract Services	8,024	59,412	145,568	130,980	158,141	194,600	48.57%
Expense Allowances	5,746	6,023	5,980	6,000	6,000	6,000	0.00%
OPERATING EXPENSES	58,400	554,170	398,157	399,504	469,498	482,269	20.72%
CAPITAL EXPENDITURES							
Equipment	75,441	28,240					
Software - Capital				53,600	53,600		-100.00%
CAPITAL EXPENDITURES	75,441	28,240		53,600	53,600		-100.00%
Grand Total(s)	1,183,938	1,713,065	1,518,680	1,675,011	1,709,216	1,827,071	9.08%
General Fund	1,183,938	1,357,831	1,518,680	1,621,411	1,655,616	1,827,071	12.68%
Other Funds	0	355,234	0	53,600	53,600	0	-100.00%
Grand Total(s)	1,183,938	1,713,065	1,518,680	1,675,011	1,709,216	1,827,071	9.08%

Personnel Summary	16.00	16.00	16.00	16.00	16.00	16.00	0.00
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City Treasurer
Adopted Budget - FY 2005/06
Department Budget Summary
General Fund Division by Object Account



DIVISION

Expenditure Object Account	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Percent Change From Prior Year
Administration/Collections							
PERSONAL SERVICES							
Salaries, Permanent	804,450	852,243	619,188	665,183	662,900	689,902	3.72%
Salaries, Temporary	30,222	22,777	483			15,000	
Salaries, Overtime	1,502	2,091	1,060			1,000	
Benefits	213,923	252,374	191,942	231,843	221,593	280,382	20.94%
PERSONAL SERVICES	1,050,096	1,129,484	812,673	897,026	884,493	986,284	9.95%
OPERATING EXPENSES							
Utilities	527	363			671	1,032	
Equipment and Supplies	15,711	120,004	34,476	12,724	52,086	20,174	58.55%
Repairs and Maintenance	19,789	16,054	12,040	9,643	9,643	11,000	14.07%
Conferences and Training	3,502	3,279	1,836	1,330	1,430	7,900	493.98%
Professional Services	5,100		21,037				
Other Contract Services	8,024	59,412	6,974	40,500	63,321	46,100	13.83%
Expense Allowances	5,746	6,023	5,980	6,000	6,000	6,000	0.00%
OPERATING EXPENSES	58,400	205,136	82,344	70,197	133,151	92,206	31.35%
CAPITAL EXPENDITURES							
Equipment	75,441	22,040					
CAPITAL EXPENDITURES	75,441	22,040					
Grand Total(s)	1,183,938	1,356,660	895,017	967,223	1,017,644	1,078,490	11.50%

Significant Changes

The increase in operating expenses is due to: restoration of field service cell phone; restoration of training budget; increase in maintenance contracts on coin and currency equipment and investment software; supplies' costs for double window envelopes for new Cityview software (previously used standard city envelope); and the addition of contract staff to supplement staff during Cityview first year operations.

Permanent Personnel	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Change from Prior Year
City Treasurer	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Deputy City Treasurer	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Senior Accounting Technician	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Field Service Representative	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Accounting Technician Supervsr	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Accounting Technician II	8.00	8.00	4.00	4.00	4.00	4.00	0.00
Total	16.00	16.00	11.00	11.00	11.00	11.00	0.00



City Treasurer
Adopted Budget - FY 2005/06
Department Budget Summary
General Fund Division by Object Account



DIVISION

Expenditure Object Account	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Percent Change From Prior Year
Municipal Services							
PERSONAL SERVICES							
Salaries, Permanent		899	225,999	240,913	222,657	239,045	-0.78%
Salaries, Temporary						15,000	
Salaries, Overtime			2,367			2,000	
Benefits		272	79,484	83,968	78,968	102,473	22.04%
PERSONAL SERVICES		1,171	307,850	324,881	301,625	358,518	10.35%
OPERATING EXPENSES							
Equipment and Supplies			171,332	229,327	229,327	229,563	0.10%
Repairs and Maintenance			2,162	9,500	12,200	11,000	15.79%
Conferences and Training						1,000	
Professional Services			3,725				
Other Contract Services			138,594	90,480	94,820	148,500	64.12%
OPERATING EXPENSES			315,813	329,307	336,347	390,063	18.45%
CAPITAL EXPENDITURES							
Grand Total(s)		1,171	623,663	654,188	637,972	748,581	14.43%

Significant Changes

The increase is primarily due to the expected rise in postage costs (\$.02 by United States Postal Service), the addition of actual costs for printing and mailing statements (no change in cost of service), and training costs were added.

Permanent Personnel	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Change from Prior Year
Accounting Technician Supervsr	0.00	0.00	1.00	1.00	1.00	1.00	0.00
Accounting Technician II	0.00	0.00	4.00	4.00	4.00	4.00	0.00
Total	0.00	0.00	5.00	5.00	5.00	5.00	0.00



City Treasurer
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Department Budget Summary
By Object Account



OTHER FUNDS

Expenditure Object Account	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Percent Change From Prior Year
Capital Projects (301)							
PERSONAL SERVICES							
OPERATING EXPENSES							
Professional Services		349,034					
OPERATING EXPENSES		349,034					
CAPITAL EXPENDITURES							
Equipment		6,200					
Software - Capital				53,600	53,600		-100.00%
CAPITAL EXPENDITURES		6,200		53,600	53,600		-100.00%
Grand Total(s)		355,234		53,600	53,600		-100.00%

Significant Changes

The Capital Projects Fund has been terminated and all future appropriations are now budgeted within the Non Departmental budget under the "Capital Improvement Project" division. Cashiering system software is carried over to 2005/06 and included in the Non Departmental budget.

Permanent Personnel	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Change from Prior Year
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00



City Treasurer
Adopted Budget - FY 2005/06
Department Budget Summary
All Funds by Business Unit



BUSINESS UNITS

Division / Business Unit	FY 2001/02 Actual	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Adopted	FY 2004/05 Revised	FY 2005/06 Adopted	Percent Change From Prior Year
TRE City Treasurer							
ADM Administration							
10025101 Central Cashiering & Treasury	967,546	1,109,646	634,726	709,241	740,157	783,949	10.53%
10025301 Business Licensing	216,392	247,013	260,291	257,982	277,487	294,541	14.17%
ADM Administration	1,183,938	1,356,660	895,017	967,223	1,017,644	1,078,490	11.50%
MUN Municipal Services							
10025201 Municipal Services		1,171	623,663	654,188	637,972	748,581	14.43%
MUN Municipal Services		1,171	623,663	654,188	637,972	748,581	14.43%
Other Funds							
30126001 Cash Receipts System		6,200		53,600	53,600		-100.00%
70925101 BID - Hotel/Motel		349,034					
Other Funds	0	355,234	0	53,600	53,600	0	-100.00%
General Fund	1,183,938	1,357,831	1,518,680	1,621,411	1,655,616	1,827,071	12.68%
Other Funds	0	355,234	0	53,600	53,600	0	-100.00%
Grand Total(s)	1,183,938	1,713,065	1,518,680	1,675,011	1,709,216	1,827,071	9.08%